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TO AIG 4579

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CDRUSASSI FT JACKSON SC

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MSGID/GENADMIN/DFAS-IN-PTAA//

SUBJ/ CENTRALLY BILLED ACCOUNTS (CBA)/INDIVIDUALLY BILLED
ACCOUNTS (IBA) ON ORDERS (TTM 05-10)//

RMKS/

A. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION
(DODFMR) VOLUME 9, CHAPTER 3

B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), PAR U2015

C. JOINT TRAVEL REGULATIONS (JTR) PAR, C3101

D. U.S. CODE, TITLE 18

1. THIS TRAVEL TECHNICAL MESSAGE IS TO EXPLAIN THE IMPORTANCE
OF STATING ON THE TRAVEL ORDERS WHETHER THE TRANSPORTATION
TICKETS WERE PURCHASED USING A CBA OR IBA.

2. AS PART OF THE DEPARTMENT OF DEFENSE (DOD) INTERNAL
CONTROLS TO PREVENT DUPLICATE PAYMENT OF TRANSPORTATION
TICKETS, TRAVEL ORDERS MUST STATE HOW THE AIRLINE TICKETS ARE
TO BE PURCHASED (REF B AND C). AIRLINE TICKETS WILL NOT BE
REIMBURSED TO THE TRAVELER UNLESS THE ORDER STATES THAT THE
TICKET WILL BE PURCHASED BY AN IBA.

3. TRAVELERS IN THE PAST KNOWINGLY OR NOT HAVE SUBMITTED
TRAVEL CLAIMS FOR AIRLINE TICKETS ACTUALLY PROVIDED BY THE
CONTRACT TRAVEL OFFICE (CTO), USING THE AIRLINE TICKET AS A
RECEIPT AND THE CLAIM HAS BEEN PAID, RESULTING IN A DUPLICATE
PAYMENT OF THE AIRLINE TICKET. THIS ALSO HAS PUT THE TRAVELER IN
DEBT AND COLLECTION ACTION HAD TO BE TAKEN AGAINST THE
TRAVELER. DOD HAS IMPLEMENTED THE REQUIREMENT TO ADD A
STATEMENT TO THE TRAVEL ORDERS AS TO HOW THE TRANSPORTATION
TICKETS WILL BE PURCHASED (IBA OR CBA), TO PREVENT DUPLICATE
PAYMENTS OF TRANSPORTATION TICKETS.

4. SHOULD THE TRAVELER INCUR A CHANGE OF PLANS WHILE IN TRAVEL
STATUS AND NEED TO PURCHASE TRANSPORTATION TICKETS
DIFFERENTLY FROM THE STATEMENT ON THE TRAVEL ORDERS, AN
AMENDED TRAVEL ORDER IS NECESSARY TO PROCESS THE TRAVEL
CLAIM. THE APPROVING OFFICIAL CANNOT AUTHORIZE THE CHANGE IN
PURCHASE METHOD OF TRANSPORTATION TICKETS WITH A STATEMENT
ON THE DD FORM 1351-2.

5. THIS IS ALSO A REMINDER TO TRAVELERS THAT TO KNOWINGLY
SUBMIT A FALSE TRAVEL CLAIM COULD RESULT IN A FINE OR
IMPRISONMENT OR BOTH. (REF D)

6. POC FOR THIS MESSAGE IS TRAVEL PAY SERVICES, TRAVEL
MANAGEMENT AND PROCEDURES OFFICE, 317/510-1049/5372//